

APPROVED June 16, 2012

**MINUTES  
REGULAR PARK BOARD MEETING**

**April 16, 2012**

Present: Ken Borgerding, Chairman  
Lee Campbell  
Jamie Godshalk  
Dan Hartman  
Jennifer Hughes, Director of Public Works  
Scott Pippen, Superintendent of Streets and Parks

Absent: Ted Heiser  
Brian Thornburg, Alternate  
Karen Feldman, Trustee Liaison

Location: Village Hall, One Olde Half Day Road, Lincolnshire, Illinois 60069

**1.0 CALL TO ORDER**

Chairman Borgerding called the meeting to order at 7:30 P.M.

**2.0 ROLL CALL**

Director of Public Works Hughes called roll and determined a quorum was present.

**3.0 APPROVAL OF MINUTES**

3.1 A motion was made by Chairman Borgerding, seconded by Mr. Godshalk, to approve the minutes from the March 19, 2012 Park Board Meeting. The motion was approved by unanimous vote.

**4.0 RESIDENT COMMENTS AND REQUESTS**

4.1 None.

**5.0 RECREATION**

5.1 Consideration and Discussion of Revisions to Title 8(Village Parks), Section 1E-2

Athletic Field Usage Permits Required of the Village Code (Village of Lincolnshire)

Staff has researched how surrounding communities handle permits for their recreation facilities. This information is contained in Staff's memorandum.

Superintendent Pippen stated that he, Chairman Borgerding, and Trustee Brandt met with representatives of the Lincolnshire Sports Association on Thursday, April 12, 2012. The purpose of the meeting was to discuss how affiliation requests could be streamlined.

The Park Board discussed three main points:

1. Set of criteria for affiliates
  - a. Approve at Staff level
  - b. One time approval before Park Board and Village Board with an automatic renewal if no issues
2. Contract between LSA, the affiliate, and the Village (see sample contract provided in the packet)
3. Establish an hourly rate for various activities
  - a. Camps
  - b. Tournaments

Mr. Campbell inquired as to what LSA's vetting process is for affiliates. Superintendent Pippen stated that LSA has not provided this to the Village yet. He did briefly discuss this with LSA. LSA said that they are conducting reference checks, but did not get into detail of how they evaluate the affiliates.

Mr. Godshalk hoped that LSA is considering need, for example which coaches are hired, in order to make a better experience. He stated that outside help should only be used when the need is established.

Superintendent Pippen stated that LSA would like to give the Park Board and Village Board annual reports around July and prior to the budget discussions. These reports would go beyond the participation report that they are currently providing.

Mr. Godshalk stated that he likes the idea of letting Staff automatically approve returning affiliates, especially if there is a reporting process in place. He would like a summary report for each of the spring and fall seasons. The reports should

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include information on the number of Lincolnshire kids participated, the number of hours the fields were used, and how many coaching hours were provided. Mr. Campbell concurred with automatically approving returning affiliates as long as there is a report on the program after the first year.

Mr. Godshalk stated that while he wants to make LSA's job easier, the Park Board needs to maintain oversight on the use of the parks. He said that there needs to be a balance so that the Village is not overly burdensome. Such oversight includes not just approving a program but also confirming that the program was conducted as proposed. Affiliates get access and discounted rates. He asked what the kids and residents get in return. Superintendent Phippen stated that this scenario was how the Village ran recreation programs.

Chairman Borgerding stated that timing of approvals remains an issue. Director Hughes stated that the approval process can take six weeks given the current requirement that approvals go through both the Park Board and Village Board simply due to the meeting schedules. Mr. Godshalk questioned whether the Village Board would be willing to let the Park Board give all approvals without involving the Trustees. He suggested that the Park Board could hold a conference call to expedite approvals in emergencies.

The Park Board discussed an alternative proposed by LSA that if certain criteria were met, then Village Staff could approve the affiliate.

Mr. Hartman asked whether affiliates are approaching LSA or whether LSA is approaching affiliates. Superintendent Phippen stated that it is a combination.

LSA is requesting that the Village implement an hourly rate for camps. The current fee is based upon the number of participants. Superintendent Phippen stated that an hourly rate is the simplest way to go. The question becomes what would be a fair rate.

Chairman Borgerding stated that it appears to be a consensus on the following issues:

1. The Park Board needs input on which affiliates get approved.
2. The Park Board should have the power to say "thumbs up/down" on affiliate.
3. Without knowing what LSA's vetting process is, the Park Board cannot finalize criteria for affiliation. However, criterion for approving an affiliate should include a benefit/cost ratio of greater

than 1 to the Village and the availability of the fields must be approved by Troy Taylor. Criteria should ensure that the affiliation furthers the mission of LSA and furthers the Village's desire to provide recreational opportunities to residents. The Park Board is open to considering the development of satisfactory criteria which, if met, would allow for Staff to directly issue the permit.

4. The Park Board is willing to differentiate between first time affiliates and returning affiliates.
5. Returning affiliates could be automatically approved provided that there is an annual report submitted to the Park Board which details what happened in the previous year and that the report did not raise any red flags to the Park Board.
6. The Park Board would like regular reports from LSA.

Superintendent Pippen stated that the cost to prepare the fields for baseball is more than that for soccer. He also said that the potential for damage to the fields is greater for baseball than soccer. Staff supports LSA's proposal to charge an hourly rate for camps. The Park Board reviewed the fees charged by surrounding communities and felt that \$50.00/hour and \$60.00/hour with lights is reasonable. Superintendent Pippen stated that Carolyn Terwilliger from LSA stated that Brian McBride is paying \$40/hour in Glen Ellyn.

Director Hughes stated that Staff will continue to look at the field usage rate structure and will be bringing further recommendations back to the Village Board.

The following motion was made by Chairman Borgerding and seconded by Mr. Hartman:

*The Park Board recommends approval to the Village Board to amend the athletic field usage permit fees in Title 8 (Village Parks) Section 1E-2 relating to affiliate sports camps of the Lincolnshire Sports Association from a per participant basis to an hourly rate of \$50.00/hour and \$60.00/hour with lights as discussed in statements made in a Public Meeting held on April 16, 2012, and subject to Staff's recommendations, as presented in Staff's memorandum dated April 13, 2012.*

The motion passed 4-0: AYES: Chairman Borgerding, Messieurs: Campbell, Godshalk, Hartman. NAYS: None. ABSENT: Messieurs: Heiser and Thornburg. ABSTAIN: None. Chairman Borgerding declared the motion carried.

**6.0 PARKS**

6.1 None.

**7.0 OLD BUSINESS**

7.1 Streets/Parks Superintendent Pippen reported that there have been no incidents of vandalism in the Spring Lake Park Pavilion bathrooms since the sign and camera were installed outside of the entrance to the bathrooms. The bathrooms remain open from 10:00 AM to 10:00 PM or when the police officers lock the doors for the night.

**8.0 NEW BUSINESS**

8.1 Director of Public Works Hughes stated that the next meeting will be held Saturday, May 19, 2012 at 8:00 A.M. The meeting will start at North Park. At the conclusion of regular business, the Park Board will tour the park.

8.2 Director of Public Works Hughes stated that the Community Work Day will be held in Balzer Park on Saturday, April 28, 2012, from 8:00 A.M. until noon. We are seeking volunteers to help with maintenance.

8.3 Mr. Godshalk asked about whether a community garden could be installed at the site of the former log cabins. He also stated that the site is full of teasel and garlic mustard. He recognizes that there are difficulties with doing this. Director Hughes noted that the properties are owned by the State. Superintendent Pippen noted that the only source of water is the river. Mr. Godshalk noted that access will be an issue as you would need to park at the Village Hall.

**9.0 EXECUTIVE SESSION**

9.1 None.

**10.0 ADJOURNMENT**

A motion was made by Mr. Campbell, seconded by Mr. Godshalk, to adjourn the meeting.

The motion was accepted by unanimous voice vote. Chairman Borgerding

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declared the meeting adjourned at 8:43 P.M.

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